

# Work Order ID 67824

Thursday, March 31, 2011 12:48:06 PM



Page 1

Item ID: D2580-1

Accept



Setup Start



Revision ID:

Item Name: 205 Skidtube bent detail

Stop



Start Date: 3/31/2011 Start Qty: 2.00



Cust Item ID:

Required Date: 4/4/2011 Req'd Qty: 2.00



Customer:

Reference:

Approvals:

Process Plan:

*H*

Date: 11-03-87

Tooling:

Date:

QC:

Date:

SPC (Y/N):

Date:

Run Start



Stop



Sequence ID/  
Work Center ID

Operation  
Description

Set Up/  
Run Hours

Tool ID

Tool #

Plan  
Code

Accept  
Qty

Reject  
Qty

Reject  
Number

Insp.  
Stamp

Draw Nbr

Revision Nbr

D2580

RevD DEO-D1

100

0.00



Skidtubes

Memo

0.00

Skidtubes

1- Inspect mat'l D2500-1-190 for damage.

2-Drill pilot holes using drill jig DT 8149 (Do not use cutting fluid)

3-Open holes to 0.500" as per Dwg D2580 without cutting fluid

4-Deburr holes per QSI002 section 4.2.3 and blow out all chips from inside of tube

5- Chemical Conversion Coat as per QSI 005 4.1

6-Bond web in place per QSI 015.

□□

A/R Sikaflex-291 batch: 7M16445 □□□

Sikaflex expire date: 15 Jan 2012

Start time and date: 12h30 bond for 12hrs

SAD 11-04-18

SAD 11-04-19

11-4-18 (2)

| W/O: |      | WORK ORDER CHANGES |    |      |     |                                     |                          |
|------|------|--------------------|----|------|-----|-------------------------------------|--------------------------|
| DATE | STEP | PROCEDURE CHANGE   | By | Date | Qty | Approval<br>Chief Eng /<br>Prod Mgr | Approval<br>QC Inspector |
|      |      |                    |    |      |     |                                     |                          |
|      |      |                    |    |      |     |                                     |                          |

Part No: \_\_\_\_\_ PAR #: \_\_\_\_\_ Fault Category: \_\_\_\_\_ NCR: Yes No DQA: \_\_\_\_\_ Date: \_\_\_\_\_

Resolution: \_\_\_\_\_ Disposition: \_\_\_\_\_ QA: N/C Closed: \_\_\_\_\_ Date: \_\_\_\_\_

| NCR: |      | WORK ORDER NON-CONFORMANCE (NCR) |                             |                                 |                |                           |                       |                          |
|------|------|----------------------------------|-----------------------------|---------------------------------|----------------|---------------------------|-----------------------|--------------------------|
| DATE | STEP | Description of NC<br>Section A   | Corrective Action Section B |                                 |                | Verification<br>Section C | Approval<br>Chief Eng | Approval<br>QC Inspector |
|      |      |                                  | Initial<br>Chief Eng        | Action Description<br>Chief Eng | Sign &<br>Date |                           |                       |                          |
|      |      |                                  |                             |                                 |                |                           |                       |                          |
|      |      |                                  |                             |                                 |                |                           |                       |                          |
|      |      |                                  |                             |                                 |                |                           |                       |                          |

**NOTE:** Date & initial all entries

# Work Order ID 67824

Thursday, March 31, 2011 12:48:06 PM



Page 2

Item ID: D2580-1

Accept



Setup Start



Revision ID:

Stop



Item Name: 205 Skidtube bent detail

Start Date: 3/31/2011 Start Qty: 2.00



Cust Item ID:

Required Date: 4/4/2011 Req'd Qty: 2.00



Customer:

Reference:

Run Start



Approvals: Process Plan: \_\_\_\_\_ Date: \_\_\_\_\_ Tooling: \_\_\_\_\_ Date: \_\_\_\_\_

Stop



QC: \_\_\_\_\_ Date: \_\_\_\_\_ SPC (Y/N): \_\_\_\_\_ Date: \_\_\_\_\_

| Sequence ID/<br>Work Center ID | Operation<br>Description | Set Up/<br>Run Hours | Tool ID | Tool # | Plan<br>Code | Accept<br>Qty | Reject<br>Qty | Reject<br>Number | Insp.<br>Stamp |
|--------------------------------|--------------------------|----------------------|---------|--------|--------------|---------------|---------------|------------------|----------------|
|--------------------------------|--------------------------|----------------------|---------|--------|--------------|---------------|---------------|------------------|----------------|

101 QC6- Inspect dimensions to drawing

0.00



QC Memo

0.00

Quality Control

2 0 BEN/04/21

130 QC3- Inspect Part Finish

0.00



QC Memo

0.00

Quality Control

2 0 BEN/04/21

140 Identify as per dwg & Stock Location: *LC3*

0.00



Packaging Memo

0.00

Packaging

2 0 BEN/05/02

| W/O: |      | WORK ORDER CHANGES |    |      |     |                                     |                          |
|------|------|--------------------|----|------|-----|-------------------------------------|--------------------------|
| DATE | STEP | PROCEDURE CHANGE   | By | Date | Qty | Approval<br>Chief Eng /<br>Prod Mgr | Approval<br>QC Inspector |
|      |      |                    |    |      |     |                                     |                          |
|      |      |                    |    |      |     |                                     |                          |

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|      |      |                                  |                             |                                 |                |                           |                       |                          |
|      |      |                                  |                             |                                 |                |                           |                       |                          |
|      |      |                                  |                             |                                 |                |                           |                       |                          |

**NOTE:** Date & initial all entries

Page 3

**Cust Item ID:**

**Customer:**



**Insp.  
Stamp**



0.00

11/5/37  
CL1105102

| W/O: |      | WORK ORDER CHANGES |    |      |     |                                     |                          |
|------|------|--------------------|----|------|-----|-------------------------------------|--------------------------|
| DATE | STEP | PROCEDURE CHANGE   | By | Date | Qty | Approval<br>Chief Eng /<br>Prod Mgr | Approval<br>QC Inspector |
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|      |      |                    |    |      |     |                                     |                          |

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|      |      |                                  | Initial<br>Chief Eng           | Action Description<br>Chief Eng | Sign &<br>Date |                           |                       |                          |
|      |      |                                  |                                |                                 |                |                           |                       |                          |
|      |      |                                  |                                |                                 |                |                           |                       |                          |
|      |      |                                  |                                |                                 |                |                           |                       |                          |

**NOTE:** Date & initial all entries

# Picklist Print

Thursday, March 31, 2011 12:48:14 PM

Page 1

Work Order ID: 67824



Parent Item: D2580-1

Parent Item Name: 205 Skidtube bent detail

Start Date: 3/31/2011

Required Date: 4/4/2011

Start Qty: 2.00

Required Qty: 2.00

Comments: IPP BL01.11.08 Revised Step 9, 10, 12, and 13 SM 10.12.01 as per DEO D1 DD ver:ec IPP Rev:C

| Component Item ID/<br>Item Name | Replacement<br>Item ID | Mfg/<br>Purch | Bin<br>Item | Primary<br>Location | Last<br>Location | Route<br>Seq ID | Unit of<br>Measure | Qty on<br>Hand | Qty per Kit | Total<br>Qty | Qty<br>Issued | Date<br>Issued | Status |
|---------------------------------|------------------------|---------------|-------------|---------------------|------------------|-----------------|--------------------|----------------|-------------|--------------|---------------|----------------|--------|
|---------------------------------|------------------------|---------------|-------------|---------------------|------------------|-----------------|--------------------|----------------|-------------|--------------|---------------|----------------|--------|

D2500-1-190

Manufactured

No

100

Each

35.0000

1

2



Ext'n - 'I' Beam Tube 4"

Location

Loc Qty

Loc Code

HALL

35

58427

35

D2596

Manufactured

No

100

Each

9.0000

1

2



Web, 205 Skidtube

Location

Loc Qty

Loc Code

LG

9

65508

1

67070

8

② 11-4-18  
SAD 11-4-19  
2

| W/O: |      | WORK ORDER CHANGES |    |      |     |                                     |                          |
|------|------|--------------------|----|------|-----|-------------------------------------|--------------------------|
| DATE | STEP | PROCEDURE CHANGE   | By | Date | Qty | Approval<br>Chief Eng /<br>Prod Mgr | Approval<br>QC Inspector |
|      |      |                    |    |      |     |                                     |                          |
|      |      |                    |    |      |     |                                     |                          |

Part No: \_\_\_\_\_ PAR #: \_\_\_\_\_ Fault Category: \_\_\_\_\_ NCR: Yes No DQA: \_\_\_\_\_ Date: \_\_\_\_\_

Resolution: \_\_\_\_\_ Disposition: \_\_\_\_\_ QA: N/C Closed: \_\_\_\_\_ Date: \_\_\_\_\_

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|      |      |                                  | Initial<br>Chief Eng           | Action Description<br>Chief Eng | Sign &<br>Date |                           |                       |                          |
|      |      |                                  |                                |                                 |                |                           |                       |                          |
|      |      |                                  |                                |                                 |                |                           |                       |                          |
|      |      |                                  |                                |                                 |                |                           |                       |                          |

**NOTE:** Date & initial all entries



**DART****RELEASED**  
07.06.28 #**DEO ATTACHED**

|                            |                             |  |                        |
|----------------------------|-----------------------------|--|------------------------|
| DESIGN <i>[Signature]</i>  | DRAWN BY <i>[Signature]</i> | <b>DART AEROSPACE LTD</b><br>HAWKESBURY, ONTARIO, CANADA   |                        |
| CHECKED <i>[Signature]</i> | APPROVED <i>[Signature]</i> | DRAWING NO.<br>D2580                                       | REV. D<br>SHEET 1 OF 3 |
| DATE<br>07.02.27           |                             | TITLE<br>205 SKIDTUBE ASSEMBLY                             | SCALE<br>NTS           |
| A                          | 96.09.16                    | NEW ISSUE  |                        |
| B                          | 96.12.02                    | AS MANUFACTURED  |                        |
| C                          | 98.08.26                    | REDRAWN, INCLUDED DEO 9094/9097                            |                        |
| D                          | 07.02.27                    | CHANGE TO SS WEARPLATES AND GASKETS, INCLUDE DEO 9124/9183 |                        |

| QTY<br>-041 | QTY<br>-045 | Part Number   | Description       |
|-------------|-------------|---|-------------------|
| X           |             | D2580-041   | SKIDTUBE ASSEMBLY |
|             | X           | D2580-045   | SKIDTUBE ASSEMBLY |
| 1           | 1           | D2500-1-190   | EXTRUSION         |
| 1           | 1           | D2576-3   | STEP              |
| 20          | 24          | D2579   | CROSS BOLT SPACER |
| 16          | 16          | D2594-1   | PLUG              |
| 16          | 16          | D2594-3   | O-RING            |
| 1           | 1           | D2596   | 205 WEB           |
| 1           | 1           | D2855   | AFT CAP           |
| 1           | 1           | D3564-5   | WEARSHOE          |
| 1           | 1           | D3564-9   | WEARSHOE          |
| 1           | 1           | D3564-11  | WEARSHOE          |
| 1           | 1           | D3564-13  | WEARSHOE          |
| 2           | 2           | D3566-1   | GASKET            |
| 1           | 1           | D3566-5   | GASKET            |
| 1           | 1           | D3566-13  | GASKET            |
| 50          | 50          | ALS7-1032-130<br>or AKS7-1032-130<br>or AKS4-1032-130<br>or AELS-1032-130 | INSERT            |
| 50          | 50          | AN3C4A  | BOLT              |
| 2           | 2           | AN3-5A  | BOLT              |
| 50          | 50          | AN960C10L   | WASHER            |
| 2           | 2           | AN960JD10L  | WASHER            |

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SUBJECT TO AMENDMENT

WITHOUT NOTICE

WORK ORDER

NO. *07824**PL11-03-31***GENERAL NOTES:**

- 1) TOLERANCES ARE PER DART QSI 018 UNLESS OTHERWISE NOTED
- 2) ALL DIMENSIONS ARE IN INCHES
- 3) INSERT D2596 WEB TO LOCATION SHOWN OFF AFT END OF SKIDTUBE AND BOND WEB INTO OUTER TUBE WITH NON-STRUCTURAL SIKAFLEX-241 ADHESIVE PER DART QSI 015 BEFORE BENDING. ENSURE HOLES LINE-UP.
- 4) BEND AS A SMOOTH RADIUS STARTING WITH A MAXIMUM CENTERLINE RADIUS OF 60 AND ENDING WITH A MINIMUM RADIUS OF 30. A MAXIMUM REDUCTION OF 0.200 IN DIAMETER IS ALLOWABLE IN THE BENT PORTION OF THE TUBE.
- 5) USE DART DRILL TEMPLATE TD2577-205 TO LOCATE AND DRILL Ø0.297 HOLES FOR WEARSHOE INSERTS. INSTALL ALS7-1032-130 PER SECTION D-D (50 PLACES) AFTER FINISH. INSTALL AN3C4A BOLTS AND AN960C10L WASHERS WITH SIKAFLEX-241/-291.
- 6) WELDING TO BE DONE PER DART QSI 004.
- 7) FINISH:  
SEE NOTES ON  
PAGE 2 FOR D2580-041 AND  
PAGE 3 FOR D2580-045
- 8) INSERT D2594-1 PLUG C/W D2594-3 O-RING IN HOLES MARKED 'P' (BOTH SIDES OF TUBE) AFTER FINISH (16 PLACES).

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| W/O: |      | WORK ORDER CHANGES |    |      |     |                                     |                          |
|------|------|--------------------|----|------|-----|-------------------------------------|--------------------------|
| DATE | STEP | PROCEDURE CHANGE   | By | Date | Qty | Approval<br>Chief Eng /<br>Prod Mgr | Approval<br>QC Inspector |
|      |      |                    |    |      |     |                                     |                          |
|      |      |                    |    |      |     |                                     |                          |

Part No: \_\_\_\_\_ PAR #: \_\_\_\_\_ Fault Category: \_\_\_\_\_ NCR: Yes No DQA: \_\_\_\_\_ Date: \_\_\_\_\_

Resolution: \_\_\_\_\_ Disposition: \_\_\_\_\_ QA: N/C Closed: \_\_\_\_\_ Date: \_\_\_\_\_

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|      |      |                                  | Initial<br>Chief Eng        | Action Description<br>Chief Eng | Sign &<br>Date |                           |                       |                          |
|      |      |                                  |                             |                                 |                |                           |                       |                          |
|      |      |                                  |                             |                                 |                |                           |                       |                          |
|      |      |                                  |                             |                                 |                |                           |                       |                          |

**NOTE:** Date & initial all entries

Diagram illustrating the grinding locations for the D2576-3 step. The diagram shows a cross-section of the step with the following labels:

- GRIND FLUSH (4 PLACES)
- GRIND FLUSH
- D2576-3 STEP
- LOCATION RIDGE ON UNDERSIDE OF D2576
- GRIND FLUSH

RELEASED  
07-06-28

**DEO ATTACHED**

Technical drawing of a circular component with the following annotations:

- DRILL PRIOR TO D2855 CAP INSTALLATION (2 PLACES)
- SEAL WITH SIKAFLEX-241/-291
- AN3-5A BOLT (1)
- AN980JDIOL WASHER (1)
- (2 PLACES)
- D2855 CAP
- 0.40

Diagram of a circular component with labels:

- D2579 SPACER
- D2596 WEB (REF)
- ALS7-1032-130 (REF)  
(TYP 50 PLACES)


Diagram showing the component after performance:

1. CHA
2. INS
3. WE
4. C'B

i) FINISH: ACID ETCH, ALODINE PER DART QSI 005 4.1 PRIOR TO INSERTING D2596 WEB POWDER COAT ASSEMBLY GLOSS WHITE (REF. 4.3.5.1) PER DART QSI 005 4.3 BLACK ANTI-SKID PAINT AS INDICATED PER DART QSI 005 4.4

37.50  
DISTANCE TO AFT END  
OF D2596 WEB  
3 7  
REFER TO DETAIL A  
1.750 1.750  
0.508 (TYP.)  
(40 PLACES)  
REFER TO DETAIL A  
8.750  
17.375  
26.000  
34.188  
57.313 (REF)  
7 EQUAL SPACES  
8.188 PITCH  
38.0  
91.500  
190.0  
(D2500-1)

[illegible]

|  |                       |          |   |             |              |
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|  | CHECKED               | APPROVED |   | DRAWING NO. | REV. D       |
|  |                       |          |   | D2580       | SHEET 2 OF 3 |
|  | DATE                  | TITLE    |   |             | SCALE        |
| 07.02.27   | 205 SKIDTUBE ASSEMBLY |          |   | 1:24        |              |

| W/O: |      | WORK ORDER CHANGES |    |      |     |                                     |                          |
|------|------|--------------------|----|------|-----|-------------------------------------|--------------------------|
| DATE | STEP | PROCEDURE CHANGE   | By | Date | Qty | Approval<br>Chief Eng /<br>Prod Mgr | Approval<br>QC Inspector |
|      |      |                    |    |      |     |                                     |                          |
|      |      |                    |    |      |     |                                     |                          |

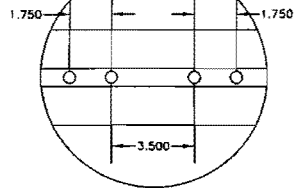
Part No: \_\_\_\_\_ PAR #: \_\_\_\_\_ Fault Category: \_\_\_\_\_ NCR: Yes No DQA: \_\_\_\_\_ Date: \_\_\_\_\_

Resolution: \_\_\_\_\_ Disposition: \_\_\_\_\_ QA: N/C Closed: \_\_\_\_\_ Date: \_\_\_\_\_

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|      |      |                                  | Initial<br>Chief Eng           | Action Description<br>Chief Eng | Sign &<br>Date |                           |                       |                          |
|      |      |                                  |                                |                                 |                |                           |                       |                          |
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|      |      |                                  |                                |                                 |                |                           |                       |                          |

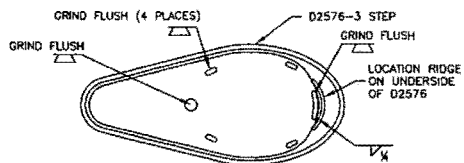
**NOTE:** Date & initial all entries

SCALE 5:24

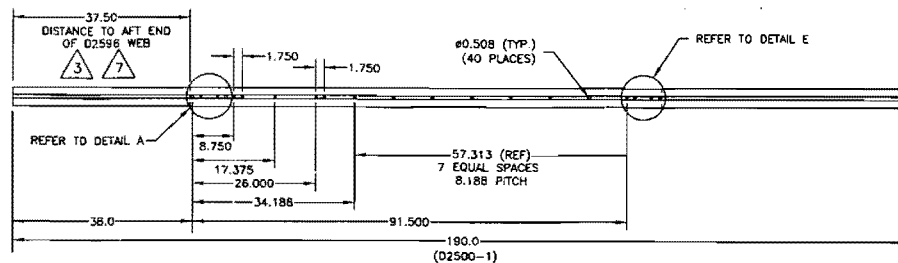


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07-16-28

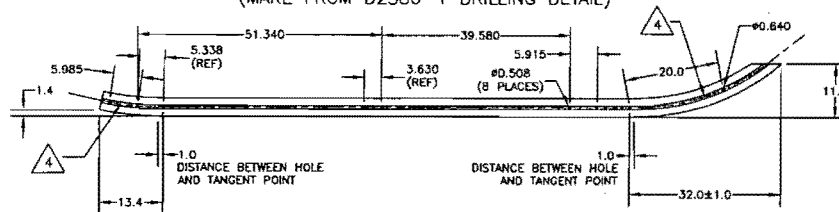
**DETAIL F**  
SCALE 5:24



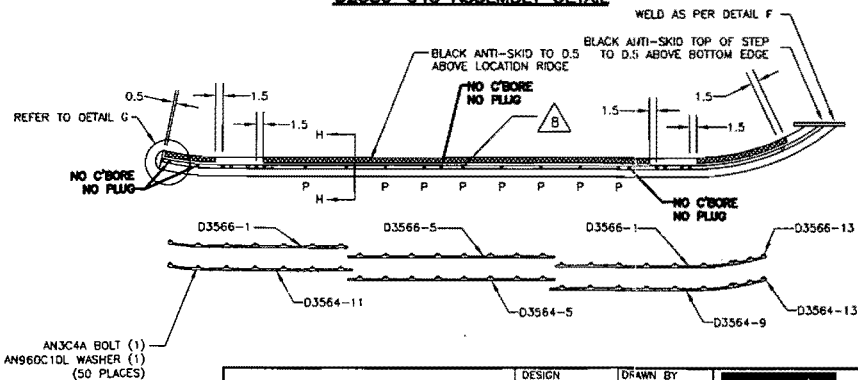
D2580-1 DRILLING DETAIL



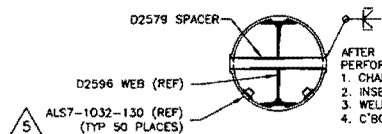
**D2580-5 BENDING AND CUTTING DETAIL**  
(MAKE FROM D2580-1 DRILLING DETAIL)



D2580-045 ASSEMBLY DETAIL



**SECTION H-H**  
SCALE 5:24



AFTER DRILLING AND BENDING ASSEMBLY  
PERFORM THE FOLLOWING FOR #0.508 HOLES ONLY:

1. CHAMFER HOLE 0.050 X 45°
2. INSERT D2579 SPACER (20 PLACES)
3. WELD INTO PLACE AND GRIND FLUSH
4. C'BORE D2579 SPACER TO #0.437 X 1.00 DEEP

**D2580-045 NOTES**

- i) FINISH: ACID ETCH, ALODINE PER DART QSI 005 4.1 PRIOR TO INSERTING D2596 WEB POWDER COAT ENTIRE ASSEMBLY GREEN (REF. 4.3.5.8) PER DART QSI 005 4.3 BLACK ANTI-SKID PAINT AS INDICATED PER DART QSI 005 4.4
- ii) IT IS ACCEPTABLE TO GRIND A RELIEF IN THE D2855 AFT CAP TO PREVENT INTERFERENCE WITH THE SPACER AT THIS LOCATION

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DESIGN

|          |  |
|----------|--|
| DRAWN BY |  |
|----------|--|

CHECKED

APPROVED

DATE \_\_\_\_\_

\_\_\_\_\_

**DART**

**DART AEROSPACE LTD.**  
HANOVER, ONTARIO, CANADA

|             |  |
|-------------|--|
| DRAWING NO. |  |
|-------------|--|

|                       |
|-----------------------|
| TITLE                 |
| 205 SKIDTUBE ASSEMBLY |

REV. D

SHEET 3 OF 3

SCALE

1.74

| W/O: |      | WORK ORDER CHANGES |    |      |     |                                     |                          |  |
|------|------|--------------------|----|------|-----|-------------------------------------|--------------------------|--|
| DATE | STEP | PROCEDURE CHANGE   | By | Date | Qty | Approval<br>Chief Eng /<br>Prod Mgr | Approval<br>QC Inspector |  |
|      |      |                    |    |      |     |                                     |                          |  |
|      |      |                    |    |      |     |                                     |                          |  |

Part No: \_\_\_\_\_ PAR #: \_\_\_\_\_ Fault Category: \_\_\_\_\_ NCR: Yes No DQA: \_\_\_\_\_ Date: \_\_\_\_\_

Resolution: \_\_\_\_\_ Disposition: \_\_\_\_\_ QA: N/C Closed: \_\_\_\_\_ Date: \_\_\_\_\_

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|      |      |                                  | Initial<br>Chief Eng        | Action Description<br>Chief Eng | Sign &<br>Date |                           |                       |                          |
|      |      |                                  |                             |                                 |                |                           |                       |                          |
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|      |      |                                  |                             |                                 |                |                           |                       |                          |

**NOTE:** Date & initial all entries

|                      |                                |                        |   |  |                         |                           |              |
|----------------------|--------------------------------|------------------------|---|--|-------------------------|---------------------------|--------------|
| DRAWING NO.<br>D2580 | TITLE<br>205 SKIDTUBE ASSEMBLY | REV. D                 | DART AEROSPACE LTD<br>ENGINEERING ORDER |  | D.E.O. NO.<br>D2580-D-1 | SHEET NO.<br>SHEET 1 OF 1 | SCALE<br>NTS |
| DRAWN<br><i>UP</i>   | CHECKED<br><i>L</i>            | MFG. APPR.<br><i>E</i> | APPROVED<br><i>MP</i>                   |  | DE APPR.<br><i>H</i>    |                           |              |
| DATE<br>10.09.22     | DATE<br>10.11.04               | DATE<br>10.11.04       | DATE<br>10/11/04                        |  | DATE<br>10.11.04        |                           |              |

**PURPOSE:**

CHANGE ALL WELDED CROSSBOLT SPACERS TO SWAGED SPACERS

**CHANGE:**

PARTS LIST IS AMENDED AS FOLLOWS:

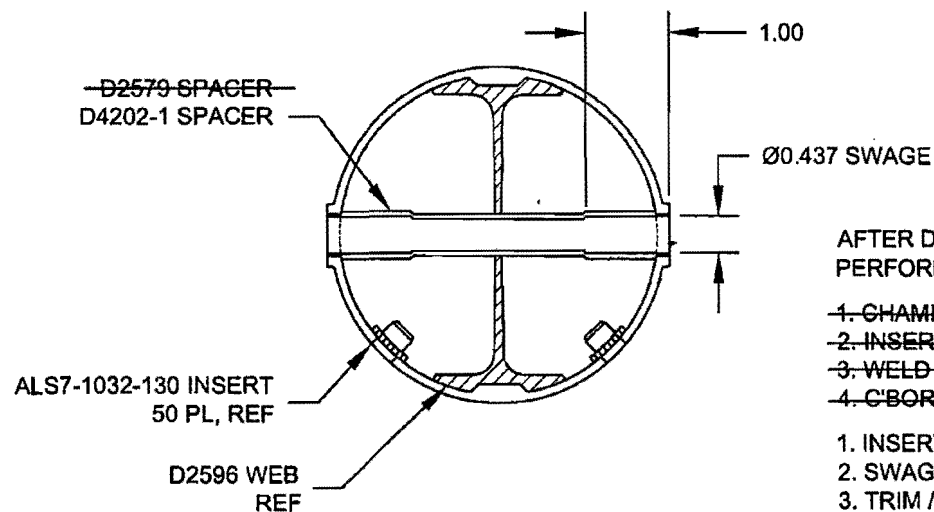
WAS

| QTY  | QTY  | PART NUMBER | DESCRIPTION       |
|------|------|-------------|-------------------|
| -041 | -045 |             |                   |
| 20   | 24   | D2579       | CROSS BOLT SPACER |

IS

|    |    |         |        |
|----|----|---------|--------|
| 20 | 24 | D4202-1 | SPACER |
|----|----|---------|--------|

SECTION D-D & SECTION H-H ARE AMENDED AS FOLLOWS:



**SECTION D-D**  
NOT TO SCALE

**SECTION H-H**  
NOT TO SCALE

**RELEASED**  
2010-11-18  
*MP*

AFTER DRILLING AND BENDING ASSEMBLY  
PERFORM THE FOLLOWING FOR Ø0.508 HOLES ONLY:

- ~~1. CHAMFER HOLE 0.050 X 45°~~
- ~~2. INSERT D2579 SPACER (20 PLACES)~~
- ~~3. WELD INTO PLACE AND GRIND FLUSH~~
- ~~4. C-BORE D2579 SPACER TO Ø0.437 X 1.00 DEEP~~

1. INSERT D4202-1 SPACER, 20 PL (-041) OR 24 PL (-045)
2. SWAGE TO Ø0.437 X 1.00 DEEP PER QSI 002
3. TRIM / GRIND FLUSH PER QSI 002

| W/O: |      | WORK ORDER CHANGES |    |      |     |                                     |                          |
|------|------|--------------------|----|------|-----|-------------------------------------|--------------------------|
| DATE | STEP | PROCEDURE CHANGE   | By | Date | Qty | Approval<br>Chief Eng /<br>Prod Mgr | Approval<br>QC Inspector |
|      |      |                    |    |      |     |                                     |                          |
|      |      |                    |    |      |     |                                     |                          |

Part No: \_\_\_\_\_ PAR #: \_\_\_\_\_ Fault Category: \_\_\_\_\_ NCR: Yes No DQA: \_\_\_\_\_ Date: \_\_\_\_\_

Resolution: \_\_\_\_\_ Disposition: \_\_\_\_\_ QA: N/C Closed: \_\_\_\_\_ Date: \_\_\_\_\_

| NCR: |      | WORK ORDER NON-CONFORMANCE (NCR) |                                |                                 |                |                           |                       |                          |
|------|------|----------------------------------|--------------------------------|---------------------------------|----------------|---------------------------|-----------------------|--------------------------|
| DATE | STEP | Description of NC<br>Section A   | Corrective Action<br>Section B |                                 |                | Verification<br>Section C | Approval<br>Chief Eng | Approval<br>QC Inspector |
|      |      |                                  | Initial<br>Chief Eng           | Action Description<br>Chief Eng | Sign &<br>Date |                           |                       |                          |
|      |      |                                  |                                |                                 |                |                           |                       |                          |
|      |      |                                  |                                |                                 |                |                           |                       |                          |
|      |      |                                  |                                |                                 |                |                           |                       |                          |

**NOTE:** Date & initial all entries